

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Board of Zoning Adjustment**



July 19, 2021

Matthew LeGrant, Zoning Administrator  
DCRA  
1100 4th Street, S.W. - Room 3100  
Washington, D.C. 20024

**Re: BZA Appeal No. 20549**

**REFERRAL MEMORANDUM AND NOTICE OF PUBLIC HEARING**

Dear Mr. LeGrant:

An individual, organization, or Advisory Neighborhood Commission (ANC) is alleging an error in the determination or decision made by an administrative officer in the administration or enforcement of the Zoning Regulations of the District of Columbia (Regulations). This appeal was filed on June 30, 2021 through the Interactive Zoning Information System (IZIS).

You are hereby notified to appear before the Board of Zoning Adjustment (Board) on **Wednesday, December 1, 2021 at 9:30 am**, virtually via WebEx, for a public hearing concerning the following appeal:

Appeal of: **Advisory Neighborhood Commission 6B**

Appeal No.: 20549

Address: 1323 E Street S.E. (Square 1043, Lot 166)

ANC: 6B

Relief: Appeal pursuant to:

- The provisions of Subtitle Y § 302

Appeal from: The decision made on May 5, 2021 by the Zoning Administrator, Department of Consumer and Regulatory Affairs to issue building permit B2103902, to permit a renovation with an existing structure in the PDR-1 Zone.

**HOW TO FAMILIARIZE YOURSELF WITH THE CASE**

In order to review exhibits in the case, follow these steps:

- Visit the Office of Zoning (OZ) website at <http://dcoz.dc.gov>
- Under “Services”, click on “Interactive Zoning Information System”.
- Click on “Go to Case Records”.
- Enter the BZA application number indicated above and click the search button.
- The search results should produce the case on the right. Click “View Details”.
- Click “View Full Log”.
- This list comprises the full record in the case. Simply click “View” on any document you wish to see, and it will open a PDF document in a separate window.

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441 4<sup>th</sup> Street, N.W., Suite 200/210-S, Washington, D.C. 20001

Telephone: (202) 727-6311

Facsimile: (202) 727-6072

E-Mail: [dcoz@dc.gov](mailto:dcoz@dc.gov)

Web Site: [www.dcoz.dc.gov](http://www.dcoz.dc.gov)

Board of Zoning Adjustment  
District of Columbia  
CASE NO.20549  
EXHIBIT NO.30

**INTERACTIVE ZONING INFORMATION SYSTEM (IZIS)**

In order to access and file documents for this case, log-in to IZIS at <https://app.dcoz.dc.gov/Login.aspx>. All documents provided must be submitted through IZIS at least 21 days prior to the hearing. If you submit documents within 21 days of the hearing, you must file a Motion to Request Waiver of Time Requirements (Form 150) in addition to the documents for consideration by the Board.

Individuals and organizations who wish to participate in the appeal may do so as an intervener. This is a form of party status intended for individuals or organizations that have a significant interest in the outcome of an appeal. Review the file in the case frequently prior to the public hearing so that you are prepared to respond to any filings made by other parties.

If you have any questions or require any additional information, please call OZ at 202-727-6311.

**SINCERELY,**

A handwritten signature in dark ink, appearing to read "Clifford W. Moy", with a stylized, flowing script.

**CLIFFORD W. MOY**  
**Secretary, Board of Zoning Adjustment**  
**Office of Zoning**

**\*\*\*\*\*PRINT & SAVE FOR FUTURE REFERENCE\*\*\*\*\***

## **HOW TO PARTICIPATE IN THE VIRTUAL HEARING:**

### **A. Sign up to Testify**

**At least 24 hours before the virtual hearing, sign up to provide testimony.**

As the Applicant, you are responsible for ensuring that your Team Members sign up to testify. This includes Agents and any proffered or accepted Expert Witnesses. It is the responsibility of all individuals wishing to testify to sign up using the “Sign Up to Testify” tab (identified by a hand symbol under “Featured Services” on the home page of the Office of Zoning website at [dcoz.dc.gov](http://dcoz.dc.gov))

**To sign up (either as an Applicant or as an Applicant’s witness), do one of the following:**

**Participants may sign up via the “Sign Up to Testify” tab on the Office of Zoning Home Page**

1. Select the Hand icon under the heading **Featured Services**.
2. Click on the Orange Tab labeled **“Sign-Up to Testify >”**. This will take you to the Kiosk Application.
3. Under **Select a Type**, select **Board of Zoning Adjustment**.
4. Under **Select an Event**, from the drop-down menu, choose the BZA Public Hearing date that the case is scheduled for.
5. Under **Select a Case**, from the drop-down menu, choose the BZA case from the list.
6. Once you have completed these steps, **a form** will appear where the participant will enter the name and contact information that will be used the day of the hearing and check the **Oath box**. Click “Submit”.
7. Once you click submit, you will be taken to a screen that reads, “Thank you for signing-up to testify.”

**OR**

### **Call BZA Staff**

1. If you are unable to sign up through the online kiosk call Robert Reid at 202-727-5471 for assistance in signing up.

**Confirmation** of sign-up will be provided by Office of Zoning staff.

**B. Submit evidence into the record:**

As noted above, **all evidence** is to be submitted 21 days before the hearing, therefore, 24 hours before the hearing, all documents should be in the case file. However, if there is any supplemental documentation not already in the record as the hearing day approaches, and you intend to present it as part of your testimony, you must do **ALL** of the following:

1. **Upload** the document(s) into the case record in IZIS (or email to [bzasubmissions@dc.gov](mailto:bzasubmissions@dc.gov)) **at least 24 hours before the hearing**.
2. **Request** that the Board waive the 21-day filing deadline to accept the late documentation into the record (submit Form 150 or request a waiver in the document itself.)
3. For documents being submitted during the public hearing, **make a verbal request** that the Board accept the exhibit. (See Subtitle Y § 103.13(g) for applicable regulations.)
4. **Email** any **PowerPoint or other materials** that you **plan to present during your testimony**, to **Paul Young** ([Paul.Young@dc.gov](mailto:Paul.Young@dc.gov)) prior to the hearing.

**NOTE**

- **Hard copies** of documents will **not** be accepted at this time.
- Documents filed either in IZIS or through bzasubmissions **less than 24 hours** before the start of the hearing session shall be **excluded** from the record.

**DETAILS**

**To watch/listen and provide testimony on the day of the virtual hearing:**

**Via the Webex application:**

***\*\*You must use Chrome, Internet Explorer, or Mozilla browsers\*\****

***You need a high-speed internet connection and a working camera if using video, as well as a microphone and speakers that are either connected to your computer or through a telephone.***

1. Click on the URL link provided for the scheduled hearing.
2. A web page should load, and the right-hand side the page should say "Join Event Now".
3. If the hearing has started, enter the same First name, Last name, and email address that was filled in when signing up per the instructions above. Enter the Event Password provided (if not already auto-filled in), then click "Join Now".

\*Note: if the hearing has not started yet, you will not be able to join the hearing and the contact fields will be greyed out.

4. On the next screen, if you do not have the Webex application installed on your device, select “Run a temporary application” on your browser page.
5. The temporary application should download, then click the downloaded file at the bottom of the browser if it does not automatically open.
6. The Webex application will open and a preview screen will appear. Click “Join Event”.
7. When initially joining the meeting, you will be muted and have “listen-only” capabilities during the Webex hearing.
8. When your case is called, you will then be unmuted by the Event Administrator and the Chair will specify when it is your turn to speak.

### **Via telephone:**

1. Call the Webex conference phone number for the scheduled hearing using the same phone number that you provided when signing up to testify per the instructions above.
2. When prompted, enter the Access Code provided with the call-in number and press #.
3. When asked for Attendee ID number, press # again to access the meeting.
4. When initially joining the meeting, you will be muted and have “listen-only” capabilities during the Webex hearing.
5. When your case is called, you will then be unmuted by the Event Administrator and the Chair will specify when it is your turn to speak.

### **FAQs**

To see **ZC and BZA Virtual Hearing FAQs** follow this link:

<https://dcoz.dc.gov/page/zoning-commission-zc-and-board-zoning-adjustment-bza-virtual-hearing-faqs>

### **Having Trouble Accessing the Meeting?**

Contact the Office of Zoning staff for assistance:

Email: [itzone@dc.gov](mailto:itzone@dc.gov)

Phone: 202-727-6311

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